



CENTRAL
DISTRICT
HEALTH
DEPARTMENT

MAIN OFFICE • 707 N. ARMSTRONG PL. • BOISE, ID 83704-0825 • (208) 375-5211 • FAX 327-8500

"To improve the health of our communities by identifying and assuring sustainable solutions to community health issues."

**Central District Health Department Board of Health Meeting
Friday, August 19, 2011 ~ 8:30 a.m. to 12:30 p.m.
707 N. Armstrong Place, Boise**

Board Members:

Steven F. Scanlin, JD, Chair
Commissioner Ray Moore
Betty Ann Nettleton, RN, V-Chair/Trustee

Dr. Ted Epperly, MD (Absent)
Commissioner Arlie Shaw

Dr. Jane Young, DNP
Commissioner Terry Day

Staff:

Russell A. Duke, Director/Board Secretary
Mike Reno
Donna Mahan

Cindy Trail
Teresa Collins

Meghan Calaway
Wally Sanchez

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Call Board Meeting to Order – Steven Scanlin

Chairman Steve Scanlin called the Central District Health Department (CDHD) Board of Health meeting to order at 8:37 a.m.

Action on Board of Health Minutes for May 20, 2011 – Steven Scanlin

There are no corrections; the minutes stand approved as presented.

Financial Report: FY 2011 – Yearend Budget to Actual – Meghan Calaway

The "Budget to Actual" report for July 1, 2010 through June 30, 2011 shows a 3.7% (\$344,506) budget variance. Our overall revenue came in .04% (\$41,275) over budget; and our expenditures came in 3.3% (\$303,231) under budget. Actual revenue over expenditures was \$344,506 for yearend.

Carryover and Fund Designation – Russell Duke

Our Cash Basis Fund Statement at yearend (June 30, 2011) showed the District's "Cash Balance" was \$2,129,727 before yearend adjustments. After the yearend adjustments, we had an "Ending Cash Balance" of \$2,096,223. We are proposing that \$772,800 be used as a carryover for designated projects for the FY 2012 budget, which will be itemized for approval in October.

The balance of \$1,323,423 is designated as follows: \$600,000 to the Public Health Emergency fund and \$723,423 to the Capital Reserve fund. The additional \$200,000 in Capital Reserve is for remodeling to take place in FY 2012 and for potential Ada County satellite offices.

Motion: Dr. Jane Young made a motion to approve the designated funds as presented for FY 2012; Commissioner Arlie Shaw seconded; further discussion; all in favor; motion carried.

Serving Valley, Elmore, Boise, and Ada Counties

Ada / Boise County Office
707 N. Armstrong Pl.
Boise, ID 83704
Enviro. Health: 327-7499
Reproductive Health: 327-7400
Immunizations: 327-7450
WIC: 327-7488
FAX: 327-8500

Elmore County Office
520 E. 8th St. North
Mountain Home, ID 83647
Enviro. Health: 587-9225
Family Health: 587-4407
WIC: 587-4409
FAX: 587-3521

Valley County Office
703 N. 1st St.
McCall, ID 83638
Ph. 634-7194
FAX: 634-2174

FY 2012 FEES - Meghan Calaway

Meghan Calaway presented the proposed FY 2012 fees for Family Health and Risk Reduction and Environmental Health. The proposed Family Health fees reflected an increase based on actual cost whereas Environmental Health Services fees reflects an increase by 3% not the increase of actual cost. The Environmental Health staff will be meeting to determine why the costs of their programs have gone up in land development; they will update the Board in October. The Board asked that Sewage Program fees listed at \$401 be moved to \$400.

District 4 would like to add a \$40 late fee to their Food License Renewal fee to cover administrative cost of processing late renewals. There are two approaches that can be taken: add the fee to State Code or allow each district to regulate their own fee. Russ will revisit with the district directors and will present to the Board in October which direction CDHD will take.

Motion: Commissioner Terry Day moved to approve the proposed FY 2012 fees with the modification of the Sewage Program fees, changing Sewage Program \$401 fees to \$400; Commissioner Arlie Shaw seconded; no further discussion; all in favor; motion carried.

Tobacco Resolution – Betty Ann Nettleton

The Board of Health discussed supporting the Idaho American Cancer Society (ACS) resolution of "Support for Increasing Idaho's Tobacco Tax" and allowing them to use our logo. This resolution strongly supports getting kids to not start smoking while helping others quit. The Board agreed to support the ACS resolution.

Motion: Betty Ann Nettleton made a motion to sign on and support the American Cancer Society Tobacco Tax Resolution including allowing our logo to be used. Dr. Jane Young seconded; all in favor; motion carried.

National Association of County and City Health Officials (NACCHO) – Cindy Trail

Cindy thanked the Board for the opportunity to attend this year's NACCHO conference, which was held in Hartford, Connecticut. The theme was "Moving Public Health Forward in Challenging Times." Todd Park, Chief Technology Officer for HHS, talked about a Health Data Initiative, which will use high-value data to educate Americans on health and healthcare performance in their communities and how to improve performance. Dr. Eduardo Sanchez, Chair of the Advisory Committee to the Director of CDC, spoke about prevention. His vision is access to health versus healthcare. His goal is to consolidate health systems that incorporate public health, resulting in improving health, enhancing patient experience, and reducing/controlling per capita spending.

Nikki Sakata, Program Manager of Communicable Disease Control and Public Health Preparedness, and Cindy Trail, Deputy Director, presented how we used quality improvement strategies to update our strategic plan. Creating a strategic plan by using quality improvement is a part of the Public Health Accreditation Program.

Break – Steven Scanlin

Governance Assessment – Steven Scanlin

The National Association of Local Boards of Health (NALBOH) asked Steve Scanlin if our district would be willing to pilot a Governance Assessment tool. After some discussion, the Board asked for more details regarding the requirements and time commitment. Steve and Russ will find out more information and report back to the Board in October.

CDHD Travel Policy – Steven Scanlin

Questions have risen regarding the restrictions of the CDHD Travel Policy and if we need to modify our policy more specifically regarding Board travel. With the NALBOH Conference coming up, the Board members traveling will evaluate their travel experience and let the Board know in October if we need to make any modifications.

Board Members' Role Outside the CDHD Board Meetings/Board Member Compensation – Steven Scanlin

With Board members participating in speaking engagements and other activities on behalf of the CDHD Board, a draft policy identifying specific meetings/events for which compensation would be provided was discussed. This policy would formalize what we currently do. Needing additional time to review the draft policy, the Board will make a decision at the October Board of Health meeting.

Director's Report – Russell Duke

Immunizations Program Manager and Facilities Manager

Teresa Collins, Immunizations Program Manager, and Wally Sanchez, Facilities Manager, thanked the Board for their support during their tenure here at Central District Health Department. Their last day will be September 30.

Immunization Medical Advisor

Internally, we have adjusted our client flow and procedures to address concerns we spoke about in May. Russ still plans to talk with our medical advisor to ensure that we are focused on the same goal.

NALBOH

Russ will be attending the NALBOH Conference in September.

Executive Session – Russell Duke

Motion: Betty Ann Nettleton made a motion to go into Executive Session, under Idaho Code 67-2345 for the purpose of discussing litigation and personnel matters by roll call. Commissioner Terry Day seconded the motion. The motion was carried unanimously by roll call vote individually: Betty Ann Nettleton, Commissioner Arlie Shaw, Commissioner Terry Day, Dr. Jane Young, and Steven Scanlin.

Discussion in executive session resulted in no action taken.

Adjournment – Steven Scanlin

No further business brought before the Board.

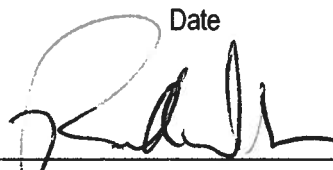
Meeting adjourned at 12:08 p.m.

Respectfully submitted:



Steven F. Scanlin, Chairman

10/14/11



Russell A. Duke, Secretary